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DEPARTMENT OF AGRICULTURE
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 16, 1924.

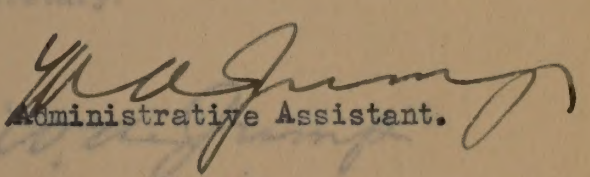
CIRCULAR NO. 119

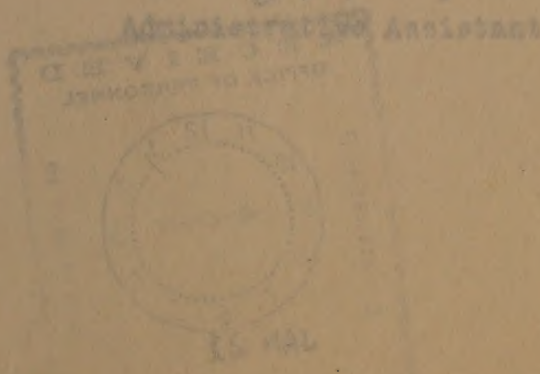
FILE
P.L. GLADMON

Requests for British Publications and Documents.

Under the present arrangement, requests from the various bureaus and offices of the Department for documents from the British Ministry of Agriculture or from other British sources are being transmitted through the State Department to the American Embassy at London. In order to unify and simplify the routine procedure and thereby facilitate the handling of such material, it is suggested that hereafter all requests for English publications or documents be made direct to Mr. Edward A. Foley, Agricultural Commissioner of the Department of Agriculture, care of the American Embassy, London, England.

By direction of the Secretary:


Administrative Assistant.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 16, 1924.

CIRCULAR NO. 111

Requests for British Publications and Documents.

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embassies and offices of the Department for documents from the

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it is suggested that hereafter all requests for British publica-

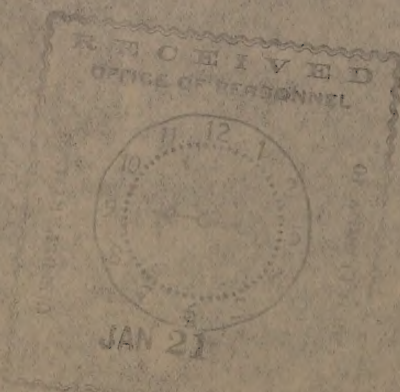
tions or documents be made direct to Mr. Howard A. Tolay, As-

sistant Commissioner of the Department of Agriculture, care of

the American Embassy, London, England.

By direction of the Secretary:

Administrative Assistant.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

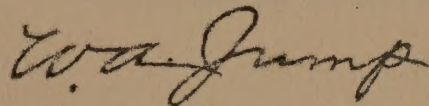
January 16, 1924.

CIRCULAR NO. 119

Requests for British Publications and Documents.

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By direction of the Secretary:

A handwritten signature in dark ink, appearing to read "W. A. Jump". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

January , 1924.

CIRCULAR NO. .

British
Requests for ~~English~~ Publications and Documents.

Under the present arrangement, requests from the various bureaus and offices of the Department for documents from the British Ministry of Agriculture or from other British sources are being ^{transmitted} ~~made~~ through the State Department ^{to} and the American Embassy at London. In order to ^{unify and} ~~pre-~~ ^{thereby} ~~more~~ simplify the routine procedure, and facilitate the handling of such material, it is suggested that hereafter all requests for English publications or documents be made direct to Mr. Edward A. Foley, Agricultural Commissioner of the Department of Agriculture, care of the American Embassy, London, England.

By direction of the Secretary:

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

January 1934

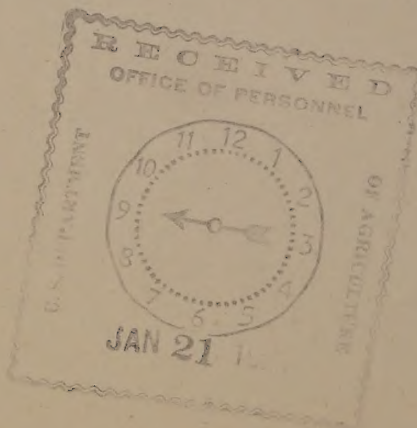
CIRCULAR NO.

Requests for English Publications and Documents

Under the present arrangement, requests from the various bureaus and offices of the Department for documents from the British Ministry of Agriculture or from other British sources are being handled through the State Department and the American Embassy at London. In order to expedite, simplify the routing procedure, and facilitate the handling of such material, it is suggested that hereafter all requests for English publications or documents be made direct to Mr. Edward A. Wiley, Agricultural Commissioner of the Department of Agriculture, care of the American Embassy, London, England.

By direction of the Secretary:

Administrative Assistant



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON

RECEIVED
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Office of the Secretary

January 12, 1924.

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not to act
Pls draw up a numbered circular - sign
Adm. Asst.
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MEMORANDUM FOR MR. JUMP

Dear Mr. Jump:

Referring to memoranda of December 20 and December 28 attached, Mr. Foley is willing to handle requests for English publications and documents for all the Bureaus. In fact, he believes it will save him some embarrassment if all such requests of the Department are made through his office rather than through the State Department.

Very truly yours,

H C Taylor
Chief of Bureau.

Enclosures.
- 1 -

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON

January 18, 1924.

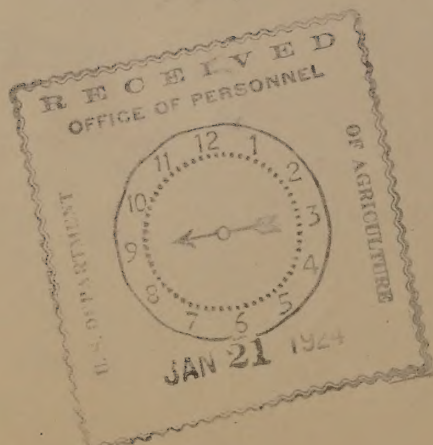
MEMORANDUM FOR THE DIRECTOR

Dear Mr. Tolson:

Referring to memoranda of December 10 and
December 23 attached, Mr. Foley is willing to handle
requests for English publications and documents for all
the Bureau. In fact, he believes it will save him some
embarrassment if all such requests of the Department
are made through his office rather than through the
State Department.

Very truly yours,

Chief of Bureau.



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OFFICE OF
THE SECRETARY OF AGRICULTURE

December 28, 1923.

Dr. H. C. Taylor.

Dr. Taylor:

I imagine many of the requests referred to really are requests ~~of~~ the different bureaus of the Department and are merely handled by the Secretary's Office. If Mr. Foley is willing to handle the requests for all of the bureaus we will be glad to circulate the Department on that basis and suggest that they transmit their requests directly to him. I think this will be a very beneficial arrangement.

Waf

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON

IN REPLY REFER TO FILE

December 20, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Under the present arrangement requests from the office of the Secretary of Agriculture for documents from the British Minister of Agriculture or from other British sources are being made through the State Department.

Our Agricultural Commissioner in London, Mr. Edward A. Foley, calls my attention to the fact that if all requests for English publications or documents can be made through his office it will save some trouble at the American Embassy in London and simplify the routine of handling the material. I believe it will strengthen the position of our Agricultural Commissioner and will tend to promote uniformity in the method of handling requests if all such contacts can be made through his office.

Very truly yours,

H. C. Taylor
Chief of Bureau.

December 20, 1923.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

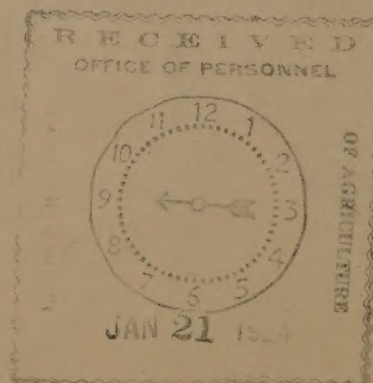
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Poley, calls my attention to the fact that if all requests for English publications or documents can be made through his office it will save some trouble at the American Embassy in London and simplify the routine of handling the material. I believe it will strengthen the position of our Agricultural Commissioner and will tend to promote uniformity in the method of handling requests if all such contacts can be made through his office.

Very truly yours,

Chief of Bureau.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 17, 1924.

CIRCULAR NO. 120

Committee on Land Utilization.

FILE
P.L. GLADMON.

The Secretary has designated, upon the recommendation of the Forester, Mr. Ward Shepard, Assistant Chief of the Branch of Research, to succeed Mr. Raphael Zon, Forest Economist, as a member of the Department Committee on Land Utilization. Upon recommendation of the Acting Chief of the Bureau of Agricultural Economics, Dr. O. E. Baker is designated as Secretary of the Committee. The personnel of the Committee as of this date is as follows:

Dr. L. C. Gray, Chairman,
Bureau of Agricultural Economics.
Prof. C. V. Piper,
Bureau of Plant Industry.
Mr. Ward Shepard,
Forest Service.
Mr. W. L. McAtee,
Bureau of Biological Survey.
Prof. C. F. Marbut,
Bureau of Soils.
Mr. S. H. McCrory,
Bureau of Public Roads.
Dr. O. E. Baker, Secretary,
Bureau of Agricultural Economics.

Y. H. Gump
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 17, 1924

CIRCULAR NO. 122

Committee on Land Utilization.

The Secretary has designated, upon the recommendation of the Forester, Mr. Ward Shepard, Assistant Chief of the Branch of Research, to succeed Mr. Raphaelson, Forest Economist, as a member of the Department Committee on Land Utilization. Upon recommendation of the Acting Chief of the Bureau of Agricultural Economics, Mr. O. E. Baker is designated as Secretary of the Committee. The personnel of the Committee as of this date is as follows:

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Bureau of Agricultural Economics.
Prof. C. V. Piper,
Bureau of Plant Industry.
Mr. Ward Shepard,
Forest Service.
Mr. W. L. McAtee,
Bureau of Biological Survey.
Prof. C. F. Marbut,
Bureau of Soils.
Mr. S. H. McGraw,
Bureau of Public Roads.
Dr. O. E. Baker, Secretary,
Bureau of Agricultural Economics.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

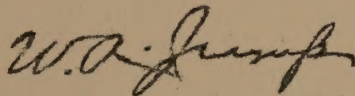
March 17, 1924.

CIRCULAR NO. 120

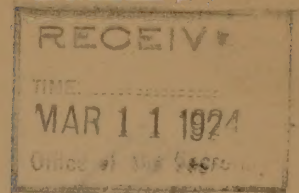
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Bureau of Agricultural Economics.
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Bureau of Plant Industry.
Mr. Ward Shepard,
Forest Service.
Mr. W. L. McAtee,
Bureau of Biological Survey.
Prof. C. F. Marbut,
Bureau of Soils.
Mr. S. H. McCrory,
Bureau of Public Roads.
Dr. O. E. Baker, Secretary,
Bureau of Agricultural Economics.


Administrative Assistant.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE



ADDRESS REPLY TO
THE FORESTER
AND REFER TO



WASHINGTON

R
Special
Land Utilization

March 8, 1924.

MEMORANDUM FOR THE SECRETARY.

*For Ball
For only*

Dear Mr. Secretary:

Mr. Raphael Zon, who represented the Forest Service on the Land Utilization Committee of the Department has, as you know, left Washington. I therefore wish to suggest that Mr. Ward Shepard, Assistant Chief of the Branch of Research of the Forest Service, be designated to succeed him on this Committee.

Very sincerely yours,

W.B.

W.B. Bailey
Forester.

*Approved
Secy
Secretary*

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE



WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND RETURN TO

Special Agent
Land Utilization

Chief, Mr. Secretary:

Mr. [Name] [Name], who represented the Forest Service
on the Land Utilization Committee of the Department has, as
you know, left Washington. I therefore wish to suggest that
Mr. [Name] [Name], Assistant Chief of the Branch of Research
of the Forest Service, be designated to succeed him on this
Committee.

Very sincerely yours,

[Signature]
Forester.

[Handwritten notes:]
Approved
Secretary

LAND UTILIZATION COMMITTEE

Outline and Division of Work.

General Outline.

The utilization of land in the United States depends upon the relation of consumption to production of the several agricultural and forest products.

- I. Consumption requirements vary with -
 - A. Population of the United States
 - B. Per capita consumption of the several products
 - C. Exports and Imports
- II. Production can be increased by -
 - A. Extension of the agricultural area
 - B. Greater intensity of utilization (Greater expenditure per acre and probably also per unit of product.)
 - C. Improvements in methods of utilization not involving greater intensity; greater efficiency of production
 - D. Reduction of waste of products in transportation and marketing.

Detailed Outline

- I. Domestic consumption and acreage requirements.
 - A. The present domestic consumption of agricultural and forest products in the United States, total and per capita, and approximate acreage requirements of crop, pasture, and forest land.
 - B. The trend of population of the United States:
 1. The trend in natural increase, rural and urban
 2. Probable increase by immigration
 3. Urban vs. Rural increase in relation to demand for agricultural and forest products.
 4. Regional trend of population
 - C. The trend of per capita consumption in the United States:
 1. Analysis of changes that have occurred and are occurring in the consumption of each important agricultural and forest product, and the effect of such changes on the acreage requirements of crop, pasture and forest land.
 2. Consideration of changes in consumption that may effect economy in per capita acreage requirements, especially substitution of vegetable for animal products.
- (Suggested collaborators - Gray, Holmes, Stine, Sheets, Largworthy, Carter, Baker, and Dr. W. F. Wilcox (Cornell University)).

THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

OF GREAT BRITAIN

BY

JOHN BURNET

OF THE UNIVERSITY OF OXFORD

IN TWO VOLUMES

LONDON

Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church-yard

1679

By Authority

Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church-yard

1679

By Authority

Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church-yard

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II. The trend of exports and imports and acreage equivalents.

- A. The approximate acreage required to supply the present exports of agricultural and forest products.
- B. Probable changes in exports and acreage requirements in immediate future resulting from -
 1. Condition of foreign exchange rates.
 2. National or international policy with respect to reparations and foreign debts.
 3. Special arrangements for financing foreign trade.
 4. American foreign trade policy.
 5. Return to normal agricultural production in European countries.
- C. Probable changes in exports and acreage requirements in the more remote future resulting from -
 1. Probable expansion of production in Russia, Siberia, and other temperate regions, especially as affected by aggressive agrarian policies.
 2. Probable expansion of agricultural production in the tropics.
 3. Industrial expansion of the United States.
- D. Acreage that would be required to produce the present imports of those agricultural and forest products that might be produced in the United States.
- E. Probable changes in imports resulting from -
 1. Agricultural expansion in foreign countries.
 2. Tariff policy of the United States.
 3. Foreign exchange rates and purchasing power.
 4. Relation between imports and national security.
 5. Acreage requirements of crop, pasture and forest land as affected by foreign trade, present and prospective.

(Suggested collaborators - Stine, Andrews, Murray, Holmes, Zon, Baker, Gray)

Production:

1. Possible expansion of the agricultural area:
 - A. Resources in irrigable land.
 1. Location and accessibility.
 2. Area.
 3. Present use, productivity, and value.
 4. Ownership, especially whether in farms or not in farms.
 5. Physical character and fertility (soil, topography and climate).
 6. Probable use, productivity, and value after reclamation.
 7. Probable reclamation arrangements and cost.

(Suggested collaborators - Teele, Marbut, Fortier, Scofield, Corbett, Dixon).

- B. Resources in drainable land. (Same sub-heads as irrigable)
- (Suggested collaborators - McCrory, Marbut, Carter, Piper, McAttee)

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C. Resources in forest and cut-over land.

(Same sub-heads as irrigable lands).

(Suggested collaborators - Carter, Marbut, representative of B.A.I., Piper, Strait, Henderson, McAttee, and probably four sub-groups to gather data on (1) Southern pine land; (2) Appalachian and Northeastern region; (3) Lake States region; (4) Pacific Coast and Rocky Mountain regions.

D. Resources in Semi-arid land. (Same sub-heads as irrigable land).

(Suggested collaborators - Baker, Barnes, Chapline, Marbut, Piper, Shantz, Chilcott, and Cole, Wooten, and a representative of B. A. I.)

II. Intensity of cultivation:

A. Probability of increasing production by using pasture land for crops.

B. By substituting more productive and intensively cultivated crops for those less productive and intensively cultivated.

C. By the use of fertilizers and manures - sources of supply and policy with reference to conservation.

D. By more thorough cultivation of the soil.

E. The trend in intensity of cultivation.

(Suggested collaborators - Forster, Marbut, Holmes, a representative of B. A. I., Stine, Ball, Baker, Spafford).

III. Improved methods of production.

(Not including necessarily increased intensity of cultivation).

A. Probability of increasing production by using more productive varieties of plants and breeds of animals.

B. By improvements in agricultural machinery.

C. By superior systems of farm organization.

D. For timber and forest products, by protection and various silvicultural methods.

(Suggested collaborators - Piper, a representative of B. A. I., Tolley, Forster, Spafford, a representative of Bureau of Entomology, and Carter.)

IV. Practicable reduction of waste in transportation and marketing and resultant estimated economy in productive acreage.

(Collaborators to be suggested by Dr. H. C. Taylor).

V. Summary of the trend of production, and desirable division of acreage between crops, pasture, forest, recreational use and joint use in the next 30 years and in the succeeding 50 years.) (The Committee on Land Utilization).

Vi. General recommendations concerning national policy with respect to land utilization (The Committee on Land Utilization).

1. The first part of the report is devoted to a general survey of the situation in the country. It is based on the information received from the various sources and is intended to give a general impression of the state of affairs.

2. The second part of the report is devoted to a detailed examination of the various aspects of the situation. It is based on the information received from the various sources and is intended to give a detailed picture of the state of affairs.

3. The third part of the report is devoted to a summary of the findings of the investigation. It is based on the information received from the various sources and is intended to give a summary of the state of affairs.

4. The fourth part of the report is devoted to a summary of the conclusions of the investigation. It is based on the information received from the various sources and is intended to give a summary of the state of affairs.

5. The fifth part of the report is devoted to a summary of the recommendations of the investigation. It is based on the information received from the various sources and is intended to give a summary of the state of affairs.

6. The sixth part of the report is devoted to a summary of the findings of the investigation. It is based on the information received from the various sources and is intended to give a summary of the state of affairs.

7. The seventh part of the report is devoted to a summary of the conclusions of the investigation. It is based on the information received from the various sources and is intended to give a summary of the state of affairs.

8. The eighth part of the report is devoted to a summary of the recommendations of the investigation. It is based on the information received from the various sources and is intended to give a summary of the state of affairs.

9. The ninth part of the report is devoted to a summary of the findings of the investigation. It is based on the information received from the various sources and is intended to give a summary of the state of affairs.

10. The tenth part of the report is devoted to a summary of the conclusions of the investigation. It is based on the information received from the various sources and is intended to give a summary of the state of affairs.

11. The eleventh part of the report is devoted to a summary of the recommendations of the investigation. It is based on the information received from the various sources and is intended to give a summary of the state of affairs.

12. The twelfth part of the report is devoted to a summary of the findings of the investigation. It is based on the information received from the various sources and is intended to give a summary of the state of affairs.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

April 30, 1924.

Circular

MEMORANDUM NO. 121

FILE
P. L. GLADMON

United States Food Administration Files.

The following Executive Order is circulated for the information of the Department:

"EXECUTIVE ORDER.

"WHEREAS, by virtue of an executive order, dated August 21, 1920, all records and certain filing equipment of the Cereal Enforcement Division of the United States Food Administration were transferred to the Treasury Department of the United States for safe keeping, and, later, by the provisions of the Budget and Accounting Act of June 10, 1921, transferred to the Comptroller General of the United States, and,

"WHEREAS it is desirable that all records of the United States Food Administration be kept together, all other records of the United States Food Administration being now in the custody of the United States Grain Corporation by virtue of the same executive order,

"I HEREBY ORDER AND DIRECT that all the records and all equipment transferred and delivered as aforesaid and now in the custody of the Comptroller General of the United States be transferred and delivered to the United States Grain Corporation and preserved in its custody until the further Order of the President.

CALVIN COOLIDGE.

The White House,
April 17, 1924. (No. 3990.)"

W. H. Jones
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 30, 1934.

MEMORANDUM NO. 121

United States Food Administration Files.

The following Executive Order is circulated for the information of the Department:

EXECUTIVE ORDER.

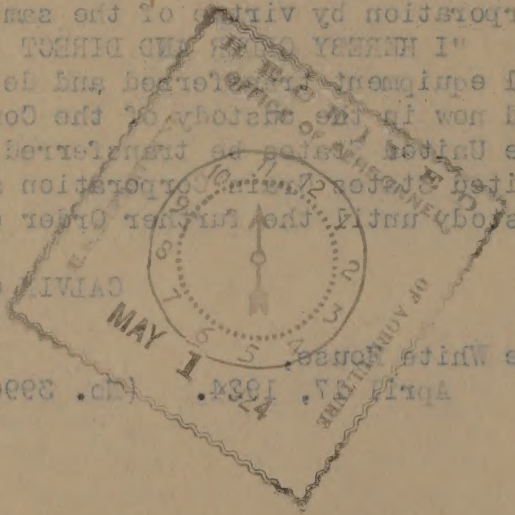
"WHEREAS, by virtue of an executive order, dated August 31, 1930, all records and certain filing equipment of the General Enforcement Division of the United States Food Administration were transferred to the Treasury Department of the United States for safe keeping, and, later, by the provisions of the Budget and Accounting Act of June 10, 1931, transferred to the Comptroller General of the United States, and,

"WHEREAS it is desirable that all records of the United States Food Administration be kept together, all other records of the United States Food Administration being now in the custody of the United States Grain Corporation by virtue of the same executive order,

"I HEREBY ORDER AND DIRECT that all the records and all equipment transferred and delivered as aforesaid and now in the custody of the Comptroller General of the United States be transferred and delivered to the United States Grain Corporation and preserved in its custody until the further Order of the President.

CALVIN COOLIDGE.

The White House, April 27, 1934. (No. 3990.)



Administrative Assistant.

April 30, 1924.

United States Food Administration Files.

"EXECUTIVE ORDER.

" I HEREBY ORDER AND DIRECT that all the records and all equipment transferred and delivered as aforesaid and now in the custody of the Comptroller General of the United States be transferred and delivered to the United States Grain Corporation and preserved in its custody until the further Order of the President.

The White House,
April 17, 1924. (No. 3990.)"

W. A. J. J. J.

Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

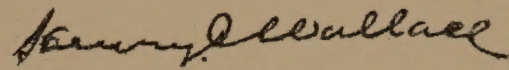
April 28, 1924.

MEMORANDUM 480.

Questionnaires, etc.

In order to provide for better coordination, questionnaires, circular letters, etc., to various groups, such as farmers, bankers, manufacturers, merchants, public officials, educational institutions, etc., requesting them to furnish information of various sorts desired by the Department hereafter shall be submitted for the approval of the Secretary prior to circulation. Such circulars should be sent out of course only where actually necessary.

Requests for approval should state the necessity for and purpose of the inquiry, should indicate how many are to be circularized and what groups, and should show that the information is not otherwise obtainable. A copy of the letter or questionnaire proposed to be sent out also should be enclosed.


Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

FO

July 25, 1924.

MEMORANDUM FOR MR. W. A. JUMP, CONTACT OFFICER,
DEPARTMENT OF AGRICULTURE.

CIRCULAR NO. 122.

FILE
P. L. GLADMON.

Please note the following change in War De-

The Secretary's numbered memorandum 473 transmitted a list of the Departmental Contact Officers designated at the request of the Chief Coordinator. The Chief Coordinator has advised that Lieut. Colonel Herman Glade, G.S.C. is now contact officer for the War Department vice Lieut. Colonel John P. McAdams, G.S.C., relieved. Colonel Glade's address is room 343 State, War, Navy Building, and his telephone number is Branch 1961, War Department exchange.

W. A. Jump
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

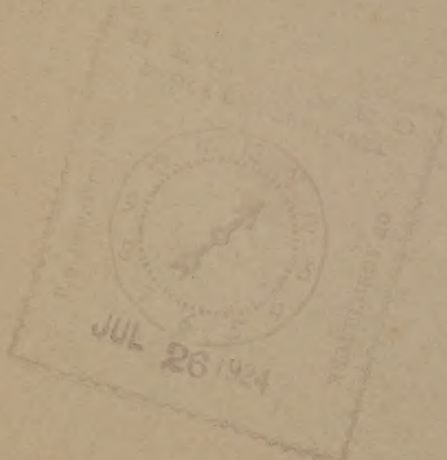
July 25, 1924.

FILE
P.L. GLADSON

CIRCULAR NO. 122

The Secretary's numbered memorandum 473 transmitted a list of the Departmental Contact Officers designated at the request of the Chief Coordinator. The Chief Coordinator has advised that Lieut. Colonel Herman Wicks, D.S.O., is now contact officer for the War Department vice Lieut. Colonel John F. McDermott, D.S.O., relieved. Colonel Wicks's address is room 343 State, War, Navy Building, and his telephone number is Branch 1961, War Department exchange.

[Signature]
Administrative Assistant



Office of the Chief Coordinator
Washington

pc -
contains
list of "Contact"
officers.

July 17, 1924.

MEMORANDUM FOR MR. W. A. JUMP, CONTACT OFFICER,
DEPARTMENT OF AGRICULTURE.

Please note the following change in War Department contact officers due to official orders:

Lt. Colonel Herman Glade, G.S.C., is now contact officer for the War Department vice Lt. Colonel John P. McAdams, G.S.C., relieved.

Colonel Glade's address is room 343 State, War, Navy Building, and his telephone is Branch 1961, War Department exchange.

H. C. Smither
H.C. SMITHER,
Chief Coordinator.

July 25, 1924.

DEPARTMENTAL CONTACT OFFICERS

<u>Establishment</u>	<u>Name</u>	<u>Telephone</u>	
		<u>Exchange</u>	<u>Branch</u>
Agriculture	Mr. W. A. Jump	Agriculture	2
Commerce	Mr. Kenneth Macpherson	Commerce	4
Interior	Mr. John Harvey	Interior	4
Interstate Com.	Mr. T. Leo Haden	Inter-State	40
Justice	Mr. J. B. Reynolds	Justice	12
Labor	Mr. S. J. Gompers	Labor	28
Navy	Capt. W. R. Sexton	War-Navy	515
Post Office	Mr. Chas. F. Trotter	Post Office	109
State	Mr. H. C. Hengstler	State	178
Treasury	Mr. F. A. Birgfeld	Treasury	1
U.S. Shipping Bd.	Maj. Samuel Goodacre	War-Navy	1577
Veterans Bureau	Maj. Emil Walter	Vet. Bu.	367
War	Lt. Col. Herman Glade	War-Navy	1961

FILED

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Please return to the
Secretary's File Room.

July 28, 1921.

DEPARTMENTAL CONTACT OFFICERS

Telephone	Department	Name	Division
2	Agriculture	Mr. W. A. Long	Agriculture
4	Commerce	Mr. Kenneth Macpherson	Commerce
4	Interior	Mr. John Harvey	Interior
40	Inter-State	Mr. T. Lee Hoban	Interstate Com.
12	Justice	Mr. J. E. Reynolds	Justice
20	Labor	Mr. S. J. Conners	Labor
212	War-Navy	Capt. W. H. Benton	Navy
100	Post Office	Mr. Charles A. Trotter	Post Office
170	State	Mr. R. G. Macgregor	State
1	Treasury	Mr. E. A. Blaisdell	Treasury
1277	War-Navy	Mr. Samuel Goddard	U.S. Shipping Bd.
227	Post. No.	Mr. Hall Miller	Veterans Bureau
1087	War-Navy	Mr. Col. Benton State	War

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 22, 1924.

MEMORANDUM NO. 473.

Coordination.

In order to provide for further coordination between departments in connection with activities not specifically covered by the field of the various coordinating agencies already established in connection with the Budget Bureau, such as the Federal Traffic Board, the Federal Purchasing Board, Conference on Printing, and similar agencies and committees, and to provide a general representative in connection with the coordinating agencies, the Chief Coordinator has called upon the head of each department to designate a general contact representative for coordination. W. A. Jump, Administrative Assistant and Budget Officer, has been designated to act in this capacity for the Department of Agriculture.

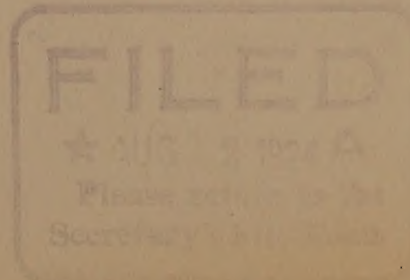
The contact representative will receive requests from the Coordinator and coordinating boards and from other departments and see that they are placed in the proper hands for settlement in this Department. Representatives of the Department of Agriculture on the various coordinating boards and committees will keep in close touch with the Department contact representative who should be consulted with reference to action proposed to be taken which will affect the Department of Agriculture. When requests of other than routine importance are received directly from the coordinating agencies for information concerning activities of the Department of Agriculture a report of the matter, including a copy of the data furnished, if in written form, should be sent promptly to the contact representative in the Office of the Secretary.

A list of the officers of other Departments designated to act as contact representatives for the coordinating agencies is attached for the information of members of this Department.

Kenneth C. Wallace

Secretary.

Enclosure.



March 22, 1935

MEMORANDUM NO. 475

Coordination

It is desired to provide for better coordination between the various departments in connection with activities not specifically covered by the title of the various coordinating agencies already established in connection with the Federal Bureau, such as the Federal Trade Board, the Federal Reserve Board, Conference on Planning, and similar agencies and committees, and to provide a general representative in connection with the coordinating agencies, the Chief Executive Officer has called upon the head of each department to designate a general contact representative for coordination. V. A. Jones, Administrative Assistant and Budget Officer, has been designated as not in this capacity for the Department of Agriculture.

The contact representative will receive requests from the Coordinator and coordinating boards and from other departments and see that they are placed in the proper hands for action in this Department. Representatives of the Department of Agriculture on the various coordinating boards and committees will keep in close touch with the Department contact representative who should be consulted with reference to action proposed to be taken which will affect the Department of Agriculture. When requests of other than routine importance are received directly from the coordinating agencies for information concerning activities of the Department of Agriculture a report of the matter, including a copy of the data furnished, is in written form, should be sent promptly to the contact representative in the Office of the Secretary.

A list of the offices of other Departments designated to act as contact representatives for the coordinating agencies is attached for the information of members of this Department.

[Handwritten signature]

Secretary

Enclosure

OFFICE OF THE CHIEF COORDINATOR
WASHINGTON

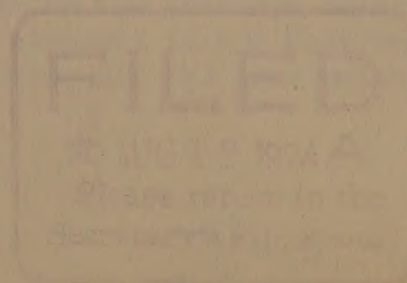
January 28, 1924.

DEPARTMENTAL CONTACT OFFICERS

<u>Establishment</u>	<u>Name</u>	<u>Exchange</u>	<u>Branch</u>	<u>Address</u>
Treasury	Mr. F. A. Birgfeld	Treasury	1	Rm. 178 Treasury Bldg.
War	Col. J. P. McAdams	War-Navy	1961	" 343 S. W. & N. "
Justice	Mr. J. B. Reynolds	Justice	12	" 111 Dept. Justice
Post Office	Mr. Chas. F. Trotter	Post Off.	109	" 533 Post Office
Interior	Mr. John Harvey	Interior	4	" 6121 Interior Bldg.
Agriculture	Mr. W. A. Jump	Agriculture	2	Main Bldg., Agric.
Commerce	Mr. Kenneth Macpherson -	Commerce	4	Rm. 711 Commerce Bldg.
Labor	Mr. S. J. Gompers	Labor	23	" 908 Dept. of Labor
U.S.Ship.Bd.	Maj. Samuel Goodacre	War-Navy	1577	" 2065 New Navy Bldg.
Vet. Bureau	Maj. Emil Walter	Vet. Bu.	367	" 736 Arlington "

The following establishments have not yet designated Contact Officers, but the individuals named below are in a position to furnish information that would come within the scope of a Contact Officer:

Navy	Capt. W. R. Sexton	War-Navy	515	Rm. 2704 New Navy Bldg.
State	Mr. H. C. Hengstler	State	178	" 113 S. W. & N. "
Interstate Com. -	Mr. T. Leo Haden	Inter-State	40	" 206 Interstate Commerce.



OFFICE OF THE CLERK OF THE HOUSE OF REPRESENTATIVES

January 21, 1934

DEPARTMENT OF THE INTERIOR

Department	Name	Position	Rank	Address
Treasurer	Mr. E. A. Tamm	Secretary	1	Mr. E. A. Tamm
Chief	Mr. J. P. McPherson	Chief Clerk	1931	Mr. J. P. McPherson
Director	Mr. E. A. Tamm	Director	19	Mr. E. A. Tamm
Post Office	Mr. J. P. McPherson	Post Office	1931	Mr. J. P. McPherson
Inspector	Mr. J. P. McPherson	Inspector	1	Mr. J. P. McPherson
Commissioner	Mr. J. P. McPherson	Commissioner	1931	Mr. J. P. McPherson
Secretary	Mr. J. P. McPherson	Secretary	1931	Mr. J. P. McPherson
Labor	Mr. J. P. McPherson	Labor	1931	Mr. J. P. McPherson
U.S. Marshal	Mr. J. P. McPherson	U.S. Marshal	1931	Mr. J. P. McPherson
U.S. Marshal	Mr. J. P. McPherson	U.S. Marshal	1931	Mr. J. P. McPherson

The following information was not furnished by the Department of the Interior for the purpose of this report.

Chief	Mr. J. P. McPherson	Chief	1931	Mr. J. P. McPherson
Inspector	Mr. J. P. McPherson	Inspector	1931	Mr. J. P. McPherson

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 25, 1924

CIRCULAR NO. 123.

VOCATIONAL TRAINING.

FILE
P. L. GLADMON.

In order to have a complete record, in the Office of the Secretary, of all persons serving under vocational training in the Department under the supervision of the Veterans Bureau it is requested that the following information be furnished, at the earliest practicable date, for each trainee now in your Bureau:

Name:

Date of birth:

Name of military or naval organization:

Nature of disability (Specific reference to be made to any maiming, mutilation, or loss or material impairment of the senses of hearing, seeing, feeling, smelling or tasting):

Character of training:

Place of training:

Date entered upon training:

Approximate date training will be completed:

Compensation:

By Department

By Veterans Bureau

Training and experience previous to military or naval service:

Hereafter, when your Bureau undertakes the training of any person whose rehabilitation is requested by the Veterans Bureau, a formal recommendation for the trainee's appointment in the Department, without compensation, should be submitted giving all the information asked for above.

M. J. [Signature]
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

VOCATIONAL TRAINING

CIRCULAR NO. 113

In order to have a complete record, in the Office of the Secretary, of all persons serving under vocational training in the Department under the supervision of the Veterans Bureau it is requested that the following information be furnished, at the earliest practicable date, for each trainee now in your Bureau:

Name:

Date of birth:

Name of military or naval organization:

Nature of disability (Specify reference to be made to any minor, mutilation, or loss or material impairment of the senses of hearing, seeing, feeling, thinking or casting):

Character of training:

Time of training:

Date entered upon training:

Approximate date training will be completed:

Organization:

By Department

By Veterans Bureau

Training and experience previous to military or naval service:

Hereafter, when your Bureau undertakes the training of any person whose rehabilitation is requested by the Veterans Bureau, a formal recommendation for the trainee's placement in the Department, without compensation, should be submitted giving all the information asked for above.

Administrative Assistant

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

OFFICE OF INSPECTION

FILE NO.

June 19, 1924.

MEMORANDUM FOR CHIEF PERSONNEL OFFICER.

Dear Mr. Gladmon:

In the course of a conference today it occurred to Mr. Jump and myself that there should be maintained somewhere in the department, preferably in your office, a combined record showing certain data in connection with all veterans on duty in the department as trainees under the rehabilitation legislation. Such a record probably should show the name of each man, his former war connection, the nature of his disability, the character of training he is taking, the place where such training is being secured, the date upon which he entered upon such training, the approximate date upon which he may be expected to conclude the training, etc. etc. Other points will doubtless occur to you. Such data should enable the department to determine with a fair degree of accuracy the volume of the demand which will be made upon us for permanent places in this connection, and when these demands will occur.

Mr. Jump suggested that you prepare an appropriate questionnaire to be sent to all of the bureaus for the purpose of developing the data desired, and that you submit same to him for consideration and possible amendment. There was nothing said as to whether the questionnaire was to go out over your signature or that of Mr. Jump. This, however, is a minor detail that can be decided later. I shall be glad to talk with you on the subject before you prepare your questionnaire if you so desire.

Very truly yours,

Alex. M. Ashley
Chief Inspector.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INSPECTION
FILE NO.

June 10, 1924.

MEMORANDUM FOR CHIEF PERSONNEL OFFICER.

Dear Mr. Glendon:

In the course of a conference today it occurred to Mr. Glendon and myself that there should be maintained somewhere in the department, preferably in your office, a combined record showing certain data in connection with all veterans on duty in the department as trainees under the rehabilitation legislation. Such a record probably should show the name of each man, his former war connection, the nature of his disability, the character of training he is taking, the place where such training is being secured, the date upon which he entered upon such training, the approximate date upon which he may be expected to complete the training, etc., etc. Other points will doubtless occur to you. Such data should enable the department to determine with a fair degree of accuracy the volume of the demand which will be made upon us for permanent places in this connection, and when these demands will occur.

Mr. Glendon suggested that you prepare an appropriate questionnaire to be sent to all of the bureaus for the purpose of developing the data desired, and that you submit same to him for consideration and possible amendment. There was nothing said as to whether the questionnaire was to go out over your signature or that of Mr. Glendon. This, however, is a minor detail that can be decided later. I shall be glad to talk with you on the subject before you prepare your questionnaire if you so desire.

Very truly yours,

Chas. M. Glendon
Chief Personnel Officer

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
FORMERLY BUREAU OF MARKETS AND CROP ESTIMATES AND
OFFICE OF FARM MANAGEMENT AND FARM ECONOMICS
WASHINGTON

IN REPLY REFER TO FILE

December 12, 1923.

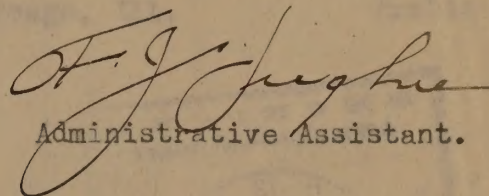
MEMORANDUM FOR MR. GLADMON.

FILE
P. L. GLADMON.

Dear Mr. Gladmon:

For your information I am attaching hereto a list of the
persons assigned by the Vocational Board to this Bureau for train-
ing.

Very respectfully,


Administrative Assistant.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
FORMERLY BUREAU OF MARKETS AND CROP ESTIMATES AND
OFFICE OF FARM MANAGEMENT AND FARM ECONOMICS

WASHINGTON

IN REPLY, PLEASE TO FILE

December 12, 1920

FILE
H. L. CLARK

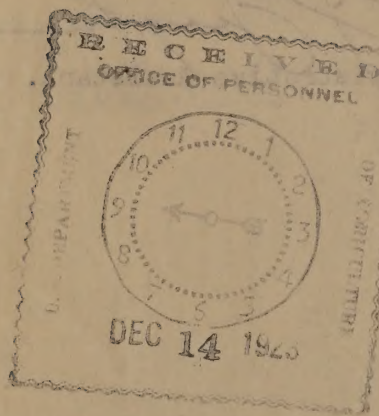
MEMORANDUM FOR MR. CLARK

Dear Mr. Clark:

For your information I am attaching hereto a list of the
persons assigned by the Vocational Board to this Bureau for train-

ing.

Very respectfully,



Enclosure

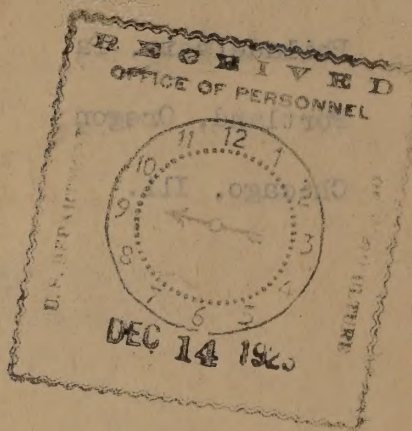
12/11/23

PERSONS ASSIGNED BY THE VOCATIONAL BOARD FOR TRAINING

<u>Name</u>	<u>Headquarters</u>	<u>Division</u>
Anthony, Walter Jerry	Hutchinson, Kansas	Grain
Christensen, John	Omaha, Nebr.	Grain
Ecklund, Percival A.	Peoria, Ill.	Grain
Ellison, Joseph D.	Peoria, Ill.	Grain
Grimstedt, Nels	Newark, Del.	Grain
Iske, Clyde E.	Omaha, Nebr.	Grain
Jones, Clyde M.	New Orleans, La.	Grain
Kempe, Frank I.	Galveston, Texas	Grain
Kirkwood, Allen S.	Baltimore, Md.	Grain
McKnight, James L.	Minneapolis, Minn.	Grain
O'Laughlin, Edward M.	Kansas City, Mo.	Grain
Pugsley, John T.	Newark, Del.	Grain
Roland, Ray R.	Omaha, Nebr.	Grain
Sandkuhler, William H.	Baltimore, Md.	Grain
Schoeneick, Theodore Carl	Sioux City, Iowa	Grain
Smith, William C.	Toledo, Ohio	Grain
Snyder, Willis	Philadelphia, Pa.	Grain
Sorensen, Jesse W.	Logan, Iowa	Grain
Stuteville, Chester L.	Indianapolis, Ind.	Grain
Trumbill, Ghordis Daniel	Philadelphia, Pa.	Grain
Vancil, Charles H.	Portland, Oregon	Grain
Walt, Andrew S.	Chicago, Ill.	Fruits & Vegetables.

PERSONS ASSIGNED BY THE VOCATIONAL BOARD FOR TRAINING

Division	Headquarters	Name
Grain	Hutchinson, Kansas	Anthony, Walter Jerry
Grain	Omaha, Neb.	Christensen, John
Grain	Peoria, Ill.	Edmund, Percival A.
Grain	Peoria, Ill.	Ellison, Joseph D.
Grain	Newark, Del.	Grinstead, Nels
Grain	Omaha, Neb.	John, Clyde E.
Grain	New Orleans, La.	Jones, Clyde M.
Grain	Galveston, Texas	Kemp, Frank I.
Grain	Baltimore, Md.	Kirkwood, Allen S.
Grain	Minneapolis, Minn.	McKnight, James L.
Grain	Kansas City, Mo.	O'Leary, Edward M.
Grain	Newark, Del.	Pogley, John T.
Grain	Omaha, Neb.	Roland, Ray E.
Grain	Baltimore, Md.	Sandhufer, William H.
Grain	St. Louis, Mo.	Schmalzer, Theodore Carl
Grain	Toledo, Ohio	Smith, William G.
Grain	Philadelphia, Pa.	Snyder, Willis
Grain	Jackson, Iowa	Sorenson, Jesse W.
Grain	Indianapolis, Ind.	Stuttsville, Chester J.
Grain		Trumbull, Charles Daniel
Grain		Vandell, Charles H.
Grain		Walt, Andrew S.



Fruits & Vegetables

Office of Personnel

List of former service men receiving Vocational Training in the Department of Agriculture.

March 18, 1922.

Name	Position	Dates	Training Begun	Where Stationed	Compensation	
					By Fed. Bd.	By Dept.
Charles R. Bell	Market Informa- tion Asst.		2-21-22	Washington, D. C.	\$10.00m	None
Charles W. Boyard	Grain Sampler		9-28-21	Peoria, Ill.	10.00m	"
Oris J. Brazzell	Grain Sampler	Assists in collection & dis- tribution of market informa- tion on fruits & vegetables	10-14-21	Toledo, Ohio	10.00m	"
J. L. Blumer	"	"	4-3-21	Omaha, Neb.	10.00m	"
John Capra	"	"	9-28-21	St. Louis, Mo.	13.50m	"
John L. Conover	"	"	10-21-21	St. Joseph, Mo.	12.00m	"
Louis E. Dale	"	"	9-12-21	Indianapolis, Ind.	10.00m	"
Herbert F. Darnell	Rice Grader	Rice Grading	1-20-22	New Orleans, La.	10.00m	"
S. W. Darnell	Grain Sampler	Grain Sampling	4-11-21	Omaha, Neb.	13.50m	"
John F. Davis	"	"	10-1-21	Memphis, Tenn.	10.00m	"
Jules J. Deffes	Rice Grader	Rice Grading	6-13-21	New Orleans, La.	14.50m	"
A. W. Erickson	Grain Sampler	Grain Sampling	1-18-21	Minneapolis, Minn.	10.00m	"
Guy Fisher	"	"	8-8-21	Portland, Ore.	14.50m	"
Joe L. Flemmer	"	"	4-6-21	Minneapolis, Minn.	10.00m	"
Andrew A. Green	Cotton Classifier	Cotton Classing & Stapling	4-21-21	New Orleans, La.	10.00m	"
Harmon L. Hobler	Grain Sampler	Grain Sampling	1-13-21	Baltimore, Md.	16.20m	"
E. K. Henderson	"	"	9-13-20	Kansas City, Mo.	13.50m	"
Neely Hill	"	"	12-28-20	Baltimore, Md.	14.00m	"
E. H. Hohensadel	"	"	1-6-22	Kansas City, Mo.	10.00m	"
Howard Holmes	"	"	7-13-21	Wichita, Kans.	13.50m	"
H. T. Hugdahl	"	"	2-28-21	Minneapolis, Minn.	10.00m	"
Edgar H. Leach	"	"	7-11-21	Calro, Ill.	15.20m	"

Name	Position	Duties	Training Begun	Where Stationed	Compensation By Fed. Bd.	By Dept.
Lloyd B. McKee	Grain Sampler	Grain Sampling	6-25-21	Portland, Ore.	\$10.00m	None
Michael Marx	"	"	1-10-22	Minneapolis, Minn.	10.00m	"
L. A. Olson	"	"	10-21-20	"	13.00m	"
William G. Smith	"	"	10-14-21	Colorado, Ohio	12.50m	"
Calvin Stevens	"	"	11-16-21	St. Louis, Mo.	13.50m	"
H. L. Stevens	Grain Analyst	Analyzing Grain	11-7-21	Minneapolis, Minn.	14.50m	"
William F. Stieg	Grain Sampler	Grain Sampling	1-9-22	"	14.50m	"
J. O. Stubbs	"	"	9-25-21	St. Louis, Mo.	14.50m	"
Chester L. Stuteville	"	"	10-20-21	Indianapolis, Ind.	13.50m	"
Walter F. Unseid	Telegraph Student	Student	2-24-21	Washington, D. C.	13.50m	"
Charles F. Stewart	Electrician's Helper Carpenter	Electrical work Carpenter work	11-9-21	"	12.00m	"
C. L. Anderson	"	"	1-23-22	"	12.00m	"
Harry A. Anderson	U. S. Deputy Game Warden	Enforcement of the Migratory Bird Treaty Act & Regulations	1-1-22	Des Moines, Iowa	14.50m	1.00*
Ernest R. Nordin	"	"	2-16-22	Minneapolis, Minn.	14.50m	1.00*
Frank H. Heath	Greenhouse Gardener	Planting seeds, potting plants, the cultivation & care of same, including watering, and the tak- ing of temperature records of the greenhouses at Arlington Farm	10-31-21	Roselyn, Va.	10.00m	None
Loring A. White	Student Gardener	Assisting gardeners in growing plants in the greenhouses, which consists of mixing soil, potting, labeling and watering of plants.	9-14-21	Washington, D. C.	10.00m	None
James J. Ollerenshaw	Student Gardener	"	10-18-21	Washington, D. C.	15.28m	"
Brunswick L. Brown	"	"	2-12-21	"	13.50m	"
Thomas R. Jones	"	"	4-19-21	"	13.50m	"

* In addition \$3.50 pd. when actually employed, total not to exceed \$300 in any one fiscal year.

on fruits & vegetables
G
Grain

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON.

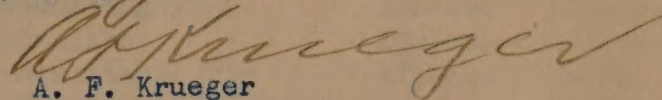
March 9, 1922.

MEMORANDUM FOR MR. GLADMON

Dear Mr. Gladmon:

In accordance with a telephonic request from your office, there is attached herewith a list of men receiving vocational training in this Bureau.

Very truly yours,


A. F. Krueger

Assistant
In Charge of Appointments.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF MARKETS AND CROP ESTIMATES
WASHINGTON

March 10, 1922

MEMORANDUM FOR THE DIRECTOR

Subject: A preliminary report from your office, showing
that of our receiving vocational training in

Very truly yours,

J. E. Smith

Assistant
In Charge of Administration



March 9, 1922

LIST OF VOCATIONAL TRAINING MEN.

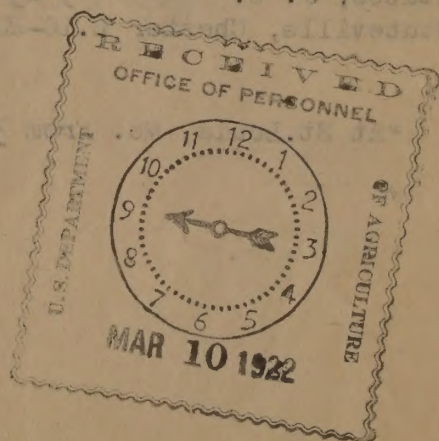
<u>Name</u>	<u>Date Reported</u>	<u>Duties</u>	<u>Salary</u>	<u>Station</u>
Bell, Charles R.	2-21-22	Assists in collection & distribution of market inf. on fruits & vegetables	\$100-mo.	Washington, D. C.
Bovard, Charles W.	9-28-21	Grain Sampling	100-mo.	Peoria, Ill.
Brazzill, Oris J.	10-14-21	Grain Sampling	100-mo.	Toledo, Ohio
Blumer, J. L.	4-3-21	Grain Sampling	100-mo.	Omaha, Nebr.
Capra, John	9-28-21	Grain Sampling	135-mo.	St. Louis, Mo.
Conover, John L.	10-21-21	Grain Sampling	1200-an.	St. Joseph, Mo.
Dale, Loris E.	9-12-21	Grain Sampling	100-mo.	Indianapolis, Ind.
Darnall, Herbert F.	1-20-22	Rice Grading	100-mo.	New Orleans, La.
Darnell, S. W.	4-11-21	Grain Sampling	135-mo.	Omaha, Nebr.
*Davis, John F.	10-1-21	Grain Sampling	100-mo.	Memphis, Tenn.
Deffes, Jules J.	6-13-21	Rice Grading	145-mo.	New Orleans, La.
Erickson, A. W.	1-18-21	Grain Sampling	100-mo.	Minneapolis, Minn.
Fisher, Guy	8-8-21	Grain Sampling	145-mo.	Portland, Oreg.
Flenner, Joe L.	4-6-21	Grain Sampling	100-mo.	Minneapolis, Minn.
Green, Andrew A.	4-21-21	Cotton Classing & Stapling	100-mo.	New Orleans, La.
Hebler, Harmon L.	1-13-21	Grain Sampling	1620-an.	Baltimore, Md.
Henderson, E. K.	9-13-20	Grain Sampling	135-mo.	Kansas City, Mo.
Hill, Neely	12-28-20	Grain Sampling	140-mo.	Baltimore, Md.
Hohenadel, E. H.	1-6-22	Grain Sampling	100-mo.	Kansas City, Mo.
Holmes, Howard	7-13-21	Grain Sampling	135-mo.	Wichita, Kan.
Hugdahl, M. T.	2-28-21	Grain Sampling	100-mo.	Minneapolis, Minn.
Leech, Edgar N.	7-11-21	Grain Sampling	152.50-mo.	Cairo, Ill.
McKee, Lloyd B.	6-25-21	Grain Sampling	100-mo.	Portland, Oreg.
Marx, Michael	1-10-22	Grain Sampling	100-mo.	Minneapolis, Minn.
Olsen, L. A.	10-21-20	Grain Sampling	130-mo.	Minneapolis, Minn.
Smith, Wm. C.	10-14-21	Grain Sampling	125-mo.	Toledo, Ohio
Stevens, Calvin	11-16-21	Grain Sampling	135-mo.	St. Louis, Mo.
Stevens, H. L.	11-7-21	Analyzing Grain	145-mo.	Minneapolis, Minn.
Stieg, Wm. F.	1-9-22	Grain Sampling	145-mo.	Minneapolis, Minn.
Stubbs, J. O.	9-25-21	Grain Sampling	145-mo.	St. Louis, Mo.
Stuteville, Chester L.	10-20-21	Grain Sampling	135-mo.	Indianapolis, Ind.

*At St. Louis, Mo. from 3-21-21 to 10-1-21

March 9, 1922

LIST OF VOLUNTARY TWINING MEN

Name	Reported	Station	Salary	Employer
Wells, Charles R.	4-21-22	Assistant in collection & distribution of material for on fruits & vegetables	100-mo.	Washington, D. C.
Hovard, Charles W.	2-21-22	Grain Sampling	100-mo.	Corbin, Ill.
Brace, H. Otto J.	10-14-21	Grain Sampling	100-mo.	Tolono, Ohio
Slumer, J. F.	4-21-21	Grain Sampling	100-mo.	Omaha, Neb.
Copps, John	4-21-21	Grain Sampling	100-mo.	St. Louis, Mo.
Tomover, John L.	10-21-21	Grain Sampling	100-mo.	St. Louis, Mo.
Wells, John L.	1-12-22	Grain Sampling	100-mo.	Indianapolis, Ind.
Dunnell, Robert F.	1-21-22	Rice Grading	100-mo.	New Orleans, La.
Dunnell, R. F.	1-11-21	Grain Sampling	100-mo.	Omaha, Neb.
Davis, John L.	1-11-21	Grain Sampling	100-mo.	Memphis, Tenn.
Davis, James J.	6-11-21	Rice Grading	100-mo.	New Orleans, La.
Brickson, A. W.	1-11-21	Grain Sampling	100-mo.	Minneapolis, Minn.
Flader, Guy	1-11-21	Grain Sampling	100-mo.	Portland, Oreg.
Flader, Joe I.	4-11-21	Grain Sampling	100-mo.	Minneapolis, Minn.
Green, Andrew A.	4-11-21	Grain Sampling & Grading	100-mo.	New Orleans, La.
Hoffner, Harmon I.	1-11-21	Grain Sampling	100-mo.	Baltimore, Md.
Hannerson, E. K.	1-11-21	Grain Sampling	100-mo.	Kansas City, Mo.
Hill, Neely	1-11-21	Grain Sampling	100-mo.	Baltimore, Md.
Hohenadel, E. H.	1-11-21	Grain Sampling	100-mo.	Kansas City, Mo.
Kohns, Howard	1-11-21	Grain Sampling	100-mo.	Wichita, Kan.
Ludwig, W. F.	1-11-21	Grain Sampling	100-mo.	Indianapolis, Minn.
Leach, Edgar L.	1-11-21	Grain Sampling	100-mo.	St. Louis, Mo.
Makes, Lloyd H.	1-11-21	Grain Sampling	100-mo.	Portland, Oreg.
Mars, Michael	1-11-21	Grain Sampling	100-mo.	Indianapolis, Minn.
Olsen, I. A.	1-11-21	Grain Sampling	100-mo.	Minneapolis, Minn.
Smith, Wm. B.	1-11-21	Grain Sampling	100-mo.	Tolono, Ohio
Stevens, Calvin	1-11-21	Grain Sampling	100-mo.	St. Louis, Mo.
Stevens, H. I.	1-11-21	Grain Sampling	100-mo.	Minneapolis, Minn.
Stiles, Wm. F.	1-11-21	Grain Sampling	100-mo.	Indianapolis, Minn.
Stevens, J. O.	1-11-21	Grain Sampling	100-mo.	Indianapolis, Minn.



1-11-21 to 1-11-22

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY

WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY,
AND REFER TO

March 6, 1922.

Mr. P. L. Gladmon,
Chief Personnel Officer,
Department of Agriculture.

Dear Mr. Gladmon:

This is in reply to a telephonic request from your office for information concerning any ex-service men employed by this Bureau who may be receiving vocational training from the United States Veterans' Bureau. The following persons under appointment in this Bureau as United States Deputy Game Wardens are receiving allowances of \$145 a month each from the Veterans' Bureau in connection with vocational training:

	Date appointed	Stationed at—
Harry A. Andersen	January 1, 1922	Davenport, Iowa.
Ernest R. Nordin	February 16, 1922	Minneapolis, Minn.

They receive from this Bureau \$1 per annum, and in addition \$3.50 per diem, when actually employed, total not to exceed \$300 in any one fiscal year. They cooperate with the Bureau in the enforcement of the Migratory Bird Treaty Act and Regulations.

Very truly yours,

E. Thompson
Assistant in Operations.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

RECEIVED
BUREAU OF BIOLOGICAL SURVEY
MAR 10 1922

March 6, 1922

Mr. J. H. Johnston,
Chief Personnel Officer,
Department of Agriculture.

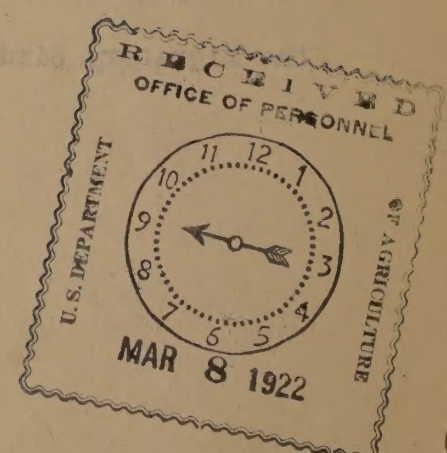
Dear Mr. Johnston:

This is in reply to a letter received from your office for information regarding the service and employment of this Bureau and the relative vocational training from the United States Veterans. The following persons made application in this Bureau and United States Army and Navy and receiving allowances of \$100.00 per month from the Veterans Bureau in connection with vocational training:

Stationed at	Age	Service
Leavenworth, Kans.	21	January 1, 1922
St. Louis, Mo.	21	January 1, 1922

They receive from this Bureau \$1 per annum and in addition \$1.00 per day when actually employed, but no more than \$100 in any one fiscal year. They cooperate with the Bureau in the conduct of field work and investigations.

Very truly yours,
[Signature]
Assistant in Operations



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

WASHINGTON

F

OFFICE OF CHIEF OF BUREAU

March 7, 1922.

MEMORANDUM FOR MR GLADMON.

Dear Mr. Gladmon:

Complying with your request the following information is submitted regarding former service men who have been placed in this Bureau by the Vocational Training Bureau:

Frank M. Heath,
Greenhouse Gardener

His duties are in connection with the propagation and forcing of plants in the greenhouses at Arlington Farm. This work consists of planting seed, potting plants, the cultivation and care of same, including watering, and the taking of temperature records of the greenhouses, together with other miscellaneous duties generally performed by a greenhouse gardener.

He reported for duty on October 31, 1921 - is not under appointment in this Department.

Stationed at Arlington Farm, Roslyn, Virginia.

Mr. Heath advises that he is receiving \$100 per month from the Vocational Training Bureau. No salary is paid him by this Department.

Loring A. White
Student Gardener

Reported for duty September 14, 1921
Greenhouses, Department of Agriculture.

\$100 per month

Is employed as an assistant to gardeners growing plants in the greenhouses. This work consists in the mixing of soil, the potting and labeling of plants and the watering of same.

James J. Ollerenshaw,
Student Gardener,

Reported for duty October 18, 1921
Greenhouses, Department of Agriculture,

\$152.50 per month

Is employed as an assistant to gardeners growing plants in the greenhouses. This work consists in the mixing of soil, the potting and labeling of plants, and the watering of same.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON

March 7, 1933.

MEMORANDUM FOR MR. GLADSON.

Dear Mr. Gladson:

Complying with your request the following information is submitted regarding former service men who have been placed in this Bureau by the Vocational Training Bureau:

Frank M. Heath,
Greenhouse Gardener
His duties are in connection with the propagation and
potting of plants in the greenhouses at Arlington Farm.
This work consists of planting seed, potting plants, the
cultivation and care of same, including watering, and
the taking of temperature records of the greenhouses,
together with other miscellaneous duties generally per-
formed by a greenhouse gardener.
He reported for duty on October 31, 1931 - is not under
appointment in this Department.
Stationed at Arlington Farm, Roslyn, Virginia.
Mr. Heath advises that he is receiving \$100 per month
from the Vocational Training Bureau. His salary is paid
him by this Department.

James A. White,
Student Gardener
Reported for duty September 14, 1931
Greenhouse, Department of Agriculture.
\$100 per month
is employed as an assistant to gardeners growing plants
in the greenhouses. This work consists in the mixing of
soil, the potting and labeling of plants and the watering
of same.

James T. Olfershaw,
Student Gardener,
Reported for duty October 13, 1931
Greenhouse, Department of Agriculture.
\$125.50 per month
is employed as an assistant to gardeners growing plants
in the greenhouses. This work consists in the mixing of
soil, the potting and labeling of plants, and the watering

Brunswick L. Brown,
Student Gardener,

Reported for duty February 12, 1921

Employed in Greenhouses, Department of Agriculture
\$135 per month

Employed as an assistant to gardeners growing plants in
the greenhouses. His work consists in the mixing of soil,
the potting and labeling of plants, and the watering of same.

Thomas R. Jones,
Student Gardener,

Reported for duty April 19, 1921.

Employed in Greenhouses, Department of Agriculture.
\$135.00 per month.

Employed as an assistant to gardeners growing plants
in the greenhouses. This work consists of the mixing
of soil, the potting and labeling of plants, and the
watering of same.

Very truly yours,

H. E. Taylor

Actg. Assistant in Charge of Business Operations.

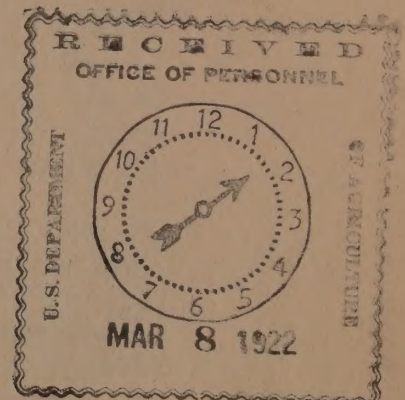
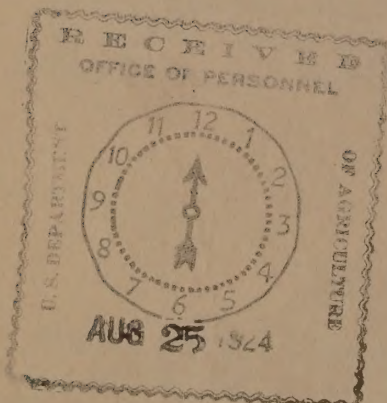
Brown, J. L. Brown,
Student Gardener,
Reported for duty February 12, 1921
Employed in Greenhouses, Department of Agriculture
\$125 per month
Employed as an assistant to gardeners growing plants in
the greenhouses. His work consists in the mixing of soil,
the potting and labeling of plants, and the watering of same.

Thomas R. Jones,
Student Gardener,
Reported for duty April 12, 1921.
Employed in Greenhouses, Department of Agriculture.
\$125.00 per month.
Employed as an assistant to gardeners growing plants
in the greenhouses. This work consists of the mixing
of soil, the potting and labeling of plants, and the
watering of same.

Very truly yours,

J. E. Brown

Assistant in Charge of Business Operations.



MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

GHR-HBM

H-

March 7, 1922.

MEMORANDUM FOR CHIEF PERSONNEL OFFICER.

Dear Mr. Gladmon:

Please find herewith a statement showing the information on file regarding the assignment of Vocational Board trainees to stations of the Bureau for instruction. In many cases the information is very incomplete as these men had no official connection with the Bureau and received no salary therefrom and, therefore, were not considered as employees so far as any reports to the Bureau were concerned:

<u>Name</u>	<u>Kind</u>	<u>Station</u>	<u>Training</u>		<u>Voc. Brd. Sal.</u>	<u>Appt'd in B.A.I.</u>
			<u>Begun</u>	<u>Ended</u>		
Calvin H. Blackford	L. I.	So. St. Joseph, Mo.	4-20-20 (about)	1-2-21	\$115 mo.	1-3-21
James A. Dunlap	"	Oklahoma, Okla.	11-19-19	9-5-20		9-6-20
Fred P. O'Neil	"	Kansas City, Kans.	---	12-5-21 (about)	--	1-23-22
			Total training 17 months			
Charlie Rupard	"	Ft. Worth, Tex.	9-16-20	7-17-21	--	7-18-21
David Donaldson	"	San Francisco, Cal.	12-25-19	2-8-20	80 mo.	2-9-20

DISCONTINUED.

Miles B. Barnum	"	Richmond, Va.	6-30-19	7-30-21 (About)	---	---
Frank Hurita	"	Cedar Rapids, Ia.	5-23-21	5-30-21	---	---
Harry L. Johnston	"	Richmond, Va. and Baltimore, Md.	10-2-19	7-21-20 (About)	---	---
John McCarten	"	Cedar Rapids, Ia.	5-31-21	7-5-21 (About)	---	---
John L. Nemec	"	" " "	8-25-21	9-14-21 (About) (About)	---	---

BUREAU OF ANIMAL INDUSTRY

March 7, 1922

MEMORANDUM FOR THE CHIEF, BUREAU OF ANIMAL INDUSTRY

Dear Sir:

Enclosed for the Bureau are two copies of a statement showing the results of the investigation of the outbreak of foot-and-mouth disease in the State of New York. The statement was prepared by the State Veterinarian, New York, and is being forwarded to you for the Bureau's information. It is very complete and contains a full description of the disease and its symptoms, and also a list of the animals affected. It is hoped that this information will be of value to the Bureau in its work.

Name	Kind	Location	Time	Age	Sex
John A. Smith	"	Delaware, Ohio	11-12-20	1-2-21	Male
John A. Smith	"	Delaware, Ohio	11-12-20	1-2-21	Male
John A. Smith	"	Delaware, Ohio	11-12-20	1-2-21	Male
John A. Smith	"	Delaware, Ohio	11-12-20	1-2-21	Male
John A. Smith	"	Delaware, Ohio	11-12-20	1-2-21	Male
John A. Smith	"	Delaware, Ohio	11-12-20	1-2-21	Male
John A. Smith	"	Delaware, Ohio	11-12-20	1-2-21	Male
John A. Smith	"	Delaware, Ohio	11-12-20	1-2-21	Male
John A. Smith	"	Delaware, Ohio	11-12-20	1-2-21	Male
John A. Smith	"	Delaware, Ohio	11-12-20	1-2-21	Male

RECEIVED

1-2-21	1-2-21	1-2-21	1-2-21	1-2-21	1-2-21
1-2-21	1-2-21	1-2-21	1-2-21	1-2-21	1-2-21
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1-2-21	1-2-21	1-2-21	1-2-21	1-2-21	1-2-21



Carroll J. Grenfell	Bacty.	Wash., D. C.	5-15-20	9-29-20	\$80 mo.	- - -
Joseph C. Swenarton	Pathy.	" "	7-6-20	9-15-20	100 "	- - -
David B. Hassler	L.I.	So. St. Paul, Minn.	3-15-20	- -	- -	- -
Percy Hodgson	"	Dayton, Ohio	5-23-21	- -	- -	- -
William L. Meyer	"	So. St. Paul, Minn.	3-15-21	- -	- -	- -
Theodore T. Petry	"	Chicago, Ill.	9-8-19	- -	- -	- -
Edward Kennedy	"	So. St. Paul, Minn.	3-20-20	- -	- -	- -
* Isabel I. Shields, Mr.	"	Sioux Falls, Ia.	- -	- -	- -	- -
* James J. Gately	"	Boston, Mass.	- -	- -	- -	- -
* John E. Maxfield	"	Salt Lake City, Utah	- -	- -	- -	- -
* Lamar Scarborough	"	Ft. Worth, Tex.	- -	- -	- -	- -
* Clarence Gray	"	" " "	- -	- -	- -	- -
* Morris Selman	"	Boston, Mass.	- -	- -	- -	- -
* Alfred J. Brown	"	Nashville, Tenn.	- -	- -	- -	- -
* Felix L. Veau	"	New Orleans, La.	- -	- -	- -	- -
* Harry Glasscoe	"	Dayton, Ohio	- -	- -	- -	- -
* Louis W. Winkler	"	Cedar Rapids, Ia.	- -	- -	- -	- -

The Vocational Board applied to the inspector in charge at Milwaukee, Wis., for permission to train Walter Sobczak as a lay inspector, but he was not assigned to duty on account of the loss of his right arm, which would have prevented him from performing the duties of a lay inspector.

Very truly yours,

Lele Carroll

Administrative Assistant.

While application was made for vocational training for these men, we have no information as to whether or not they ever were assigned.

BUREAU OF ANIMAL INDUSTRY

February

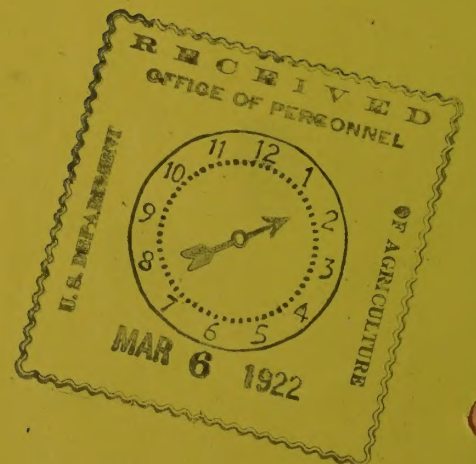
March 6, 1922.

Memorandum for Mr. Gladmon:

Joseph A. Sweeney resigned February 2, 1922 in order to pursue a course in forestry at the University of Michigan Forest School under the direction of the Federal Board of Vocational Training. He will receive \$130 per month with tuition and supplies furnished.

Mr. Sweeney was a Forest Ranger at \$1500 per annum, with the duties of nursery foreman and assistant to the Supervisor of the Nebraska Forest.

Bry



BUREAU OF PUBLIC ROADS

Date March 6, 1922 192

Memorandum to Mr. Gladmon

From Miss Johnston

I gathered from the telephone conversation that it was our Civil Service employees about whom you wished this information.

We had for a time, at the Alexandria shops, several men from the Vocational Training Board, paid by them and assigned to our work on automobile repairs, etc. We do not at this time, however, have any of these men at work for us.



BUREAU OF PUBLIC ROADS

Date March 6 192 2

Memorandum to Mr. Gladmon

From Miss Johnston

Re Telephone request from your Office.

Thomas F. Calhoun is the only employee in the Bureau who is taking Vocational Training so far as we are advised regarding the action of employees on furlough.

Mr. Calhoun held a temporary appointment first as Skilled Laborer at \$150 per month having been appointed August 1, 1919. He resigned December 31, 1919. His army service was before his first appointment with the Bureau.

On May 16, 1921, he was appointed Superintendent of Road Construction at \$2100 in District #3 with headquarters at Denver, Colorado. He was there up to the time he was furloughed June 15, 1921. Mr. Calhoun was assisting another Superintendent of Road Construction on the construction of Mt. Evans project, a forest road in District #3. It was thought the high altitude affected his health. At any rate he could not work in harmony with the Supt. of Road Construction in charge and left the work. After a careful investigation by the Office of Inspection it was decided to place him on leave without pay for six months as there was no work in any district at a lower altitude where he could be assigned.

At the end of the six months the slack work made it necessary to extend his furlough. It was at this date that he advised he was going to take a course in Vocational Training at Boulder, Colo., and that an extension of furlough would be agreeable to him for this purpose. The Bureau is not advised as to the course he is taking or whether he is still at Boulder.

It is expected it will be necessary to extend his furlough for a period beyond March 14. We are now awaiting advice from the District Engineer at Denver, relative to this.



UNITED STATES DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD

WASHINGTON, D. C.

JGS:MBN

ADDRESS ALL CORRESPONDENCE
TO THE INSECTICIDE AND FUNGICIDE
BOARD.

March 6, 1922.

In reply refer to

TO THE CHIEF PERSONNEL OFFICER.

Dear Mr. Gladmon:

In answer to telephone request from your office for names, etc. of employees of the Board under Vocational Training, I beg to report that we have only one:

Name: Howard B. Wright.

Position: Clerk, Class 1.

Appointed: Oct. 16, 1920

Duties: Clerical, including typewriting.

Stationed: Washington, D. C.

Salary: Paid by Department. Does not receive compensation from the Federal Board.

Course: Law, at George Washington University, beginning on Sept. 25, 1921.

Very truly yours,


J. G. S. Dudley
Assistant to Chairman.

UNITED STATES DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD
WASHINGTON, D. C.

RECEIVED
TO THE INSECTICIDE AND FUNGICIDE
BOARD

March 6, 1922.

In reply refer to

TO THE CHIEF PERSONNEL OFFICE.

Dear Mr. Glendon:

In answer to telephone request from your office for names, etc. of employees of the Board under Vocational Training, I beg to report that we have only one:

Name: Howard E. Wright.

Position: Clerk, Class I.

Appointed: Dec. 16, 1920

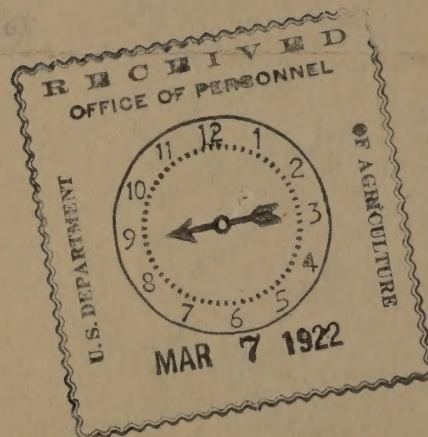
Duties: Clerical, including typewriting.

Stationed: Washington, D. C.

Salary: Paid by Department. Does not receive compensation from the Federal Board.

Course: Law, at George Washington University, beginning on Sept. 25, 1921.

Very truly yours,



UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,
WASHINGTON, D. C.

MECHANICAL SUPERINTENDENT.

April 22, 1922.

Memorandum for Mr. R.M. Reese,
Chief Clerk of the Department.

Dear Mr. Reese:

Please be advised that Charles L. Anderson of the
U.S. Veterans Bureau, who has been working in the Mechanical
Shops as a Carpenter since Jan. 23, 1922, left this Depart-
ment on April 4, 1922, at the close of business. He is now
receiving treatment at the U.S. Public Health Service for in-
juries received while in Military Service during the War.

Very truly yours,

ECB

Ray Swenson
Mechanical Superintendent.

FILE
P. L. GLADWIN



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

April 23, 1922.

MECHANICAL SUPERINTENDENT

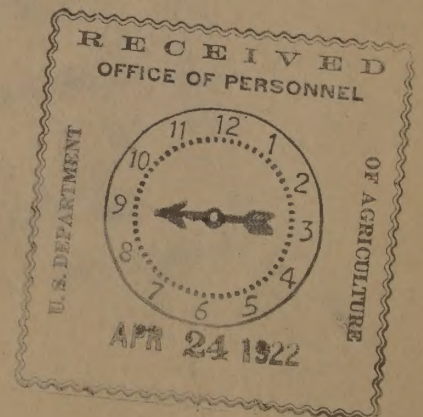
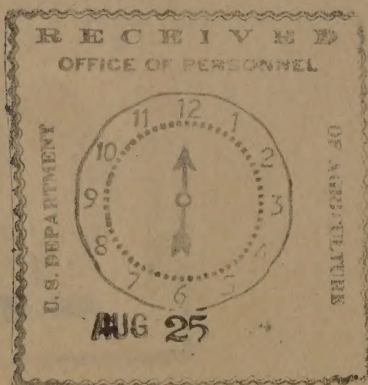
Memorandum for Mr. J. I. Jones,
Chief Clerk of the Department.

Dear Mr. Jones:

Please be advised that Charles L. Anderson of the
U.S. Veterans Bureau, who has been working in the Mechanical
Shop as a carpenter since Jan. 23, 1922, left this Depart-
ment on April 4, 1922, at the close of business. He is now
receiving treatment at the U.S. Public Health Service for in-
juries received while in military service during the war.

Very truly yours,

W. L. Anderson
Mechanical Superintendent.

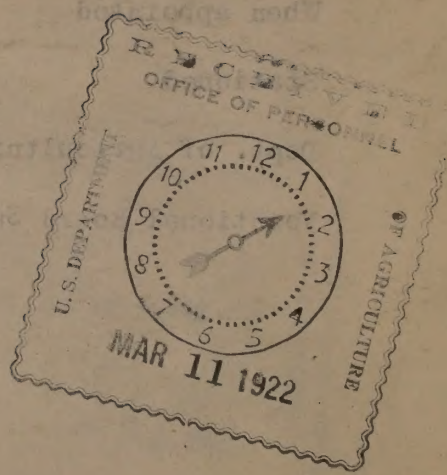
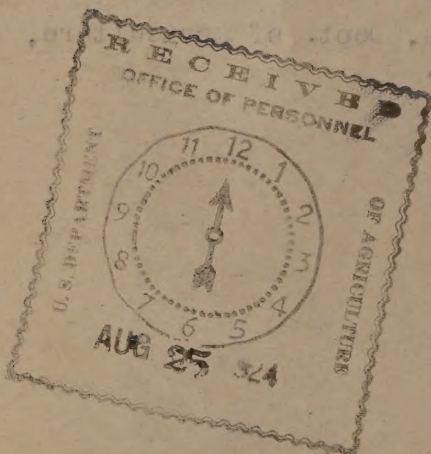


Name : Charles F. Stewart
Position : Electrician's Helper
Duties : Electrician's Helper
When appointed : Nov. 9, 1921.
Stationed : Department Shops, Department of Agriculture,
Washington, D. C.
Dept. of Agriculture Salary : None
Vocational Board Salary : \$1200. per annum.

Name : C. L. Anderson
Position : Carpenter
Duties : Carpenter
When appointed : Jan. 23, 1922.
Stationed : Department Shops, Dept. of Agriculture,
Washington, D.C.
Dept. of Agriculture Salary : None
Vocational Board Salary : \$1200.

Name : William A. Stewart
 Position : Chief Clerk
 Office : Department of Agriculture
 When appointed : Nov. 3, 1921
 Department : Department of Agriculture
 Date of termination : None
 Position held before : Chief Clerk

Name : J. L. Anderson
 Position : Assistant
 Office : Department of Agriculture
 When appointed : Jan. 27, 1922



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 28, 1924

CIRCULAR NO. *124*

FILE
P.L. GLADMON.

Compensation of employees appointed under
Paragraph 6, Subdivision 1, of Schedule A,
of the Civil Service Rules.

The attention of the various bureaus, divisions, and offices
of the Department is invited to the following minute adopted by the
Civil Service Commission:

"Minute 1 of August 15, 1924, is hereby communi-
cated for the information and guidance of all concerned:

"SALARY LIMITATION UNDER PARAGRAPH
6, SUBDIVISION 1, SCHEDULE A.--This para-
graph excepts from examination appointments
to positions the salary of which is \$300
and less, under certain conditions. The
Congressional bonus permitted employees so
appointed to receive \$180 per annum, making
their aggregate compensation \$480 per annum.
Payment of the bonus ceased July 1, 1924, but
the practice is to readjust the basic salary
to permit receipt of the same money as before.
The Commission will in the future regard it
permissible for appointees under the para-
graph to receive total compensation not ex-
ceeding \$480 per annum.

"New appointments coming within the provisions of paragraph
6, Subdivision I of Schedule A, may be made to a salary not exceed-
ing \$480 per annum."

W. A. Johnson
Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 17, 1914

Circular No. 114

Organization of employees appointed under
Paragraph 6, Schedule A, of Schedule A
of the Civil Service Act.

The attention of the various bureaus, divisions, and offices
of the Department is invited to the following which is adopted by the
Civil Service Commission.

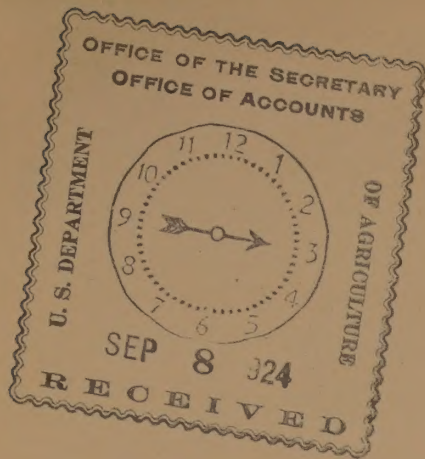
Article I of Chapter 15, 1906, is hereby amended
to read for the information and guidance of all concerned:

"SALARY LIMITATION UNDER PARAGRAPH 6,
SCHEDULE A. -- This para-
graph exempts from examination appointments
to positions the salary of which is \$300
and less, under certain conditions. The
Commission shall determine whether employees so
appointed shall receive \$150 per annum, or
their aggregate compensation \$300 per annum.
Payment of the bonus ceased July 1, 1912, but
the practice is to restrict the basic salary
to permit receipt of the same money as before.
The Commission will in the future regard it
feasible for appointments under the para-
graph to receive total compensation not ex-
ceeding \$300 per annum."

"New appointments coming within the provision of paragraph
6, Schedule A, may be made to a salary not exceed-
ing \$300 per annum."

W. H. H. H.
Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



August 28, 1924.

CIRCULAR NO. 124.

Compensation of employees appointed under
Paragraph 6, Subdivision 1, of Schedule A,
of the Civil Service Rules.

The attention of the various bureaus, divisions, and offices
of the Department is invited to the following minute adopted by the
Civil Service Commission:

"Minute 1 of August 15, 1924, is hereby communi-
cated for the information and guidance of all con-
cerned:

"SALARY LIMITATION UNDER PARAGRAPH
6, SUBDIVISION 1, SCHEDULE A.--This para-
graph excepts from examination appoint-
ments to positions the salary of which is
\$300 and less, under certain conditions.
The Congressional bonus permitted employees
so appointed to receive \$180 per annum,
making their aggregate compensation \$480 per
annum. Payment of the bonus ceased July 1,
1924, but the practice is to readjust the
basic salary to permit receipt of the same
money as before. The Commission will in the
future regard it permissible for appointees
under the paragraph to receive total compen-
sation not exceeding \$480 per annum.

"New appointments coming within the provisions of par-
agraph 6, Subdivision I of Schedule A, may be made to a salary
not exceeding \$480 per annum."

Administrative Assistant.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

C-R

August 22, 1924.

CIRCULAR LETTER NO. 1600.

SUBJECT: Pay of employees in positions excepted from examination because basic pay has not exceeded \$300 per annum.

TO HEADS OF DEPARTMENTS AND INDEPENDENT OFFICES:

TO DISTRICT SECRETARIES:

Minute 1 of August 15, 1924, is hereby communicated for the information and guidance of all concerned:

SALARY LIMITATION UNDER PARAGRAPH 6, SUB-DIVISION I, SCHEDULE A.--This paragraph excepts from examination appointments to positions the salary of which is \$300 and less, under certain conditions. The Congressional bonus permitted employees so appointed to receive \$180 per annum, making their aggregate compensation \$480 per annum. Payment of the bonus ceased July 1, 1924, but the practice is to readjust the basic salary to permit receipt of the same money as before. The Commission will in the future regard it permissible for appointees under the paragraph to receive total compensation not exceeding \$480 per annum.

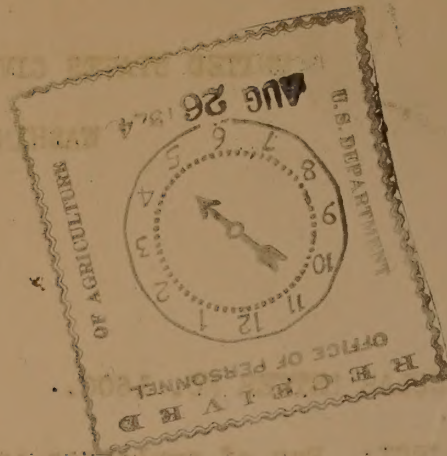
New appointments coming within the provisions of paragraph 6, Subdivision I of Schedule A, may be made to a salary not exceeding \$480 per annum.

By direction of the Commission:

Very respectfully,

JOHN T. DOYLE,
Secretary.

8-22-24

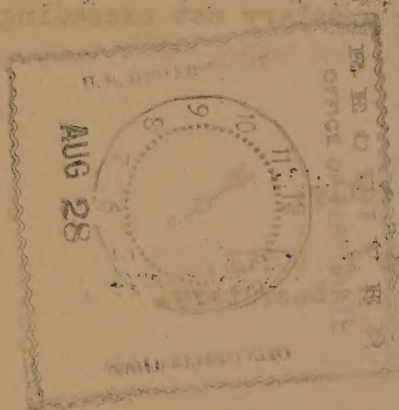


TO BEAT OF DEPARTMENT AND TERRITORY OFFICES
TO DIRECTOR, BUREAU OF AGRICULTURE

Enclosed for the Bureau are 15 copies of the report of the
information and guidance of all concerned.

REMARKS: The Commission on the Administration of the
Bureau of Agriculture, U.S. Department of Agriculture,
has recommended that the Bureau be reorganized
so that it will be able to handle the increased
work which is being assigned to it. The Commission
has recommended that the Bureau be reorganized
so that it will be able to handle the increased
work which is being assigned to it. The Commission
has recommended that the Bureau be reorganized
so that it will be able to handle the increased
work which is being assigned to it.

The Commission on the Administration of the Bureau of Agriculture,
U.S. Department of Agriculture, has recommended that the Bureau
be reorganized so that it will be able to handle the increased
work which is being assigned to it.



By direction of the Commission:

8-28-44

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 18, 1924.

CIRCULAR NO. 125

Subdivision of stenographer-typist, typist, and clerical registers to conform to classification.

FILE
P.L. GLADMON.

Attention is invited to the following circular letter of October 9, 1924, of the Civil Service Commission concerning the subdivision of stenographer-typist, typist and general clerical registers to conform to the classification established by the Personnel Classification Board. It is desired that this information be brought to the attention of all concerned.

"To conform to the classification established by the Personnel Classification Board, the stenographer-typist, and general clerical registers have been subdivided as follows:

STENOGRAPHER-TYPIST REGISTER

Re-rated, eliminating the percentage rating for speed in stenography, so that the actual rating depends solely upon accuracy.

Junior stenographer.....) 80-word test;
Junior clerk-stenographer.....) entrance salary, \$1320.

Senior stenographer.....) 100-word test; entrance
Assistant clerk-stenographer.....) salary \$1500.

Principal stenographer.....) 120-140 word test;
Clerk-stenographer.....) entrance salary \$1680.

TYPIST REGISTER

Junior typist.....) Less than 75%; entrance
Under clerk-typist.....) salary \$1140.

Senior typist.....) 75% or over; entrance
Junior clerk-typist.....) salary \$1320.

GENERAL CLERICAL REGISTER

Under clerk.....) Less than 80%; entr.sal.
\$1140.

Junior Clerk.....) 80% or over; entrance
salary \$1320.

Those on the higher registers will be eligible for appointment to classes of positions in the lower grades if they will accept the corresponding entrance salary.

W. H. Jones
Administrative Assistant.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

October 16, 1924

CIRCULAR NO. 123

Division of Agricultural Extension, United States Department of Agriculture

Attention is invited to the following circular letter of October 8, 1924, of the Civil Service Commission regarding the classification of positions, types and general duties of positions in the classification established by the Personnel Classification Board. It is desired that this information be brought to the attention of all interested parties.

To conform to the classification established by the Personnel Classification Board, the following positions, and general clerical positions have been classified as follows:

GENERAL CLERICAL POSITIONS

General clerical positions in the Department of Agriculture are classified as follows:

- Junior clerk-stenographer..... 80-word test; salary \$1,200.
- Senior clerk-stenographer..... 100-word test; salary \$1,500.
- Assistant clerk-stenographer..... 120-140 word test; salary \$1,800.

OTHER POSITIONS

Junior typist..... 100-word test; salary \$1,200.

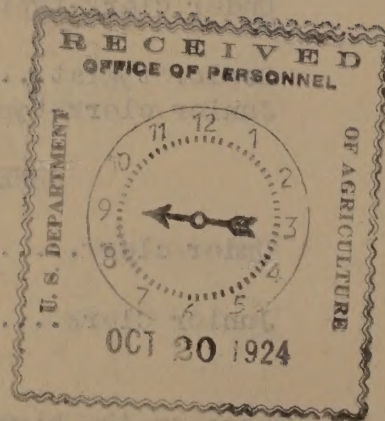
Typist..... 75 or over; salary \$1,300.

GENERAL CLERICAL POSITIONS

Less than 100; salary \$1,200.

100 or over; salary \$1,300.

Positions in the Department of Agriculture will be eligible for appointment to positions of position in the lower grades if they will accept the corresponding salary.



W. J. ...
Assistant Secretary

Mr. Halcy

★ OCT 24 1924 A
Please return to the
Secretary's File Room

Attention is invited to the following circular letter of October 9, 1924, of the Civil Service Commission concerning the subdivision of stenographer-typist, typist and general clerical registers to conform to the classification established by the Personnel Classification Board. It is desired that this information be brought to the attention of all concerned.

STENOGRAPHER-TYPIST REGISTER

Junior stenographer.....) 80-word test;
Junior clerk-stenographer.....) entrance salary, \$1320.

Principal stenographer.....) 120-140 word test;
Clerk-stenographer.....) entrance salary \$1680.

Junior typist.....) Less than 75%; entrance
Under clerk-typist.....) salary \$1140.

GENERAL CLERICAL REGISTER

Those on the higher registers will be eligible for appointment to classes of positions in the lower grades if they will accept the corresponding entrance salary.

Administrative Assistant.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

VC-ELB

October 9, 1924.

SUBJECT: Subdivision of stenographer-typist, typist, and clerical registers to conform to classification.

To Heads of Departments and Independent Offices:

To conform to the classification established by the Personnel Classification Board, the stenographer-typist, typist, and general clerical registers have been subdivided as follows:

STENOGRAPHER-TYPIST REGISTER

Re-rated, eliminating the percentage rating for speed in stenography, so that the actual rating depends solely upon accuracy.

Junior stenographer.....)	80-word test;
Junior clerk-stenographer.....)	entrance salary, \$1320.
Senior stenographer.....)	100-word test; entrance
Assistant clerk-stenographer.....)	salary \$1500.
Principal stenographer.....)	120-140 word test;
Clerk-stenographer.....)	entrance salary \$1680.

TYPIST REGISTER

Junior typist.....)	Less than 75%; entrance
Under clerk-typist.....)	salary \$1140.
Senior typist.....)	75% or over; entrance
Junior clerk-typist.....)	salary \$1320.

GENERAL CLERICAL REGISTER

Under clerk.....)	Less than 80%; entr. sal. \$1140.
Junior clerk.....)	80% or over; entrance salary \$1320.

Those on the higher registers will be eligible for appointment to classes of positions in the lower grades if they will accept the corresponding entrance salary.

By direction of the Commission:

Very respectfully,

JOHN T. DOYLE,
Secretary.

F

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

November 10, 1924.

CIRCULAR NO. 126.

Temporary Appointments.

FILE
P.L. GLADMAN

The Comptroller General has ruled that temporary appointments are subject to the Classification Act and positions filled by temporary employees must be allocated by the Personnel Classification Board before the salary can be determined and paid.

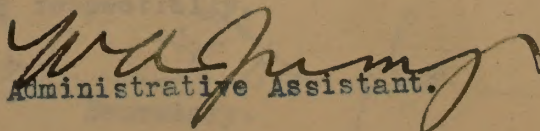
With reference to positions in Washington, D. C., the Civil Service Commission has decided that before authorizing job employment, under Section 4 of Rule VIII, of the Civil Service Rules and Regulations, the Department will be required to furnish the Commission with a statement of the duties and qualifications of the position as they appear on the classification sheet submitted to the Personnel Classification Board, on the basis of which the job was allocated. Civil Service Form 375 properly executed or other sworn statement by the proposed appointee setting forth his education, training and experience, will be required in order that the Civil Service Commission may determine if the proposed appointee has the proper qualifications for the position to be filled.

As to positions outside of Washington, D. C., not subject to the Classification Act and therefore not referred to the Personnel Classification Board for allocation, the request for authority to make temporary appointment under any section of Rule VIII should be accompanied by a full statement of the duties, salary and qualifications, together with Civil Service Form 375 properly executed or other sworn statement setting forth the education, training and experience of the proposed temporary appointee.

If it is found that the proposed temporary appointee meets the entrance requirements or prerequisites, the temporary appointment may be authorized subject to the provisions of Civil Service Rule VIII.

This procedure is applicable only where the duties of the position are such as to require the applicant to possess certain education, experience, or other qualifications, as a prerequisite for admission to the examination.

Hereafter, in recommending any temporary appointments which fall within the provisions noted above, bureaus should see that Form 375, or other sworn statement required by the Commission, is submitted with the recommendation for the appointment.


Administrative Assistant.

COMMISSIONERS

WILLIAM C. DEMING, PRESIDENT
GEORGE R. WALES
HELEN H. GARDENER

HERBERT A. FILER, CHIEF EXAMINER
JOHN T. DOYLE, SECRETARY

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE X/JGY/VD
AND DATE OF THIS LETTER

October 29, 1924.

The Honorable,
The Secretary of Agriculture.

Sir:

The Comptroller General has ruled that a position must be allocated by the Personnel Classification Board before the salary can be determined and paid. He has also ruled that positions known as "job employment" must be allocated by the Personnel Classification Board before the salary can be determined and paid. This means that the duties of the position and the qualifications for filling the position must be submitted to the Personnel Classification Board and the job allocated on the basis of that information before the salary can be determined.

The Commission has decided that before authorizing job employment under section 4 of Rule VIII of the Civil Service Rules and Regulations, the Department will be requested to furnish the Commission with a statement of the duties and qualifications of the position as they appear on the classification sheet submitted to the Personnel Classification Board, on the basis of which the job was allocated.

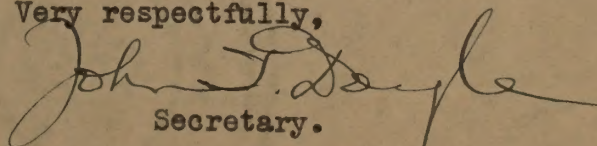
Civil Service Form 375 properly executed or other sworn statement by the applicant or proposed appointee setting forth his education, training and experience will be required in order that the Commission may determine if the proposed appointee has the proper qualifications for the position to be filled.

As to positions outside of Washington, D. C. not subject to the Classification Act and therefore not referred to the Personnel Classification Board for allocation, the request for authority to make temporary appointment under any section of Rule VIII should be accompanied by a full statement of the duties, salary and qualifications, together with Civil Service Form 375 properly executed or other sworn statement setting forth the education, training and experience of the proposed temporary appointee. If it is found that the proposed temporary meets the entrance requirements or prerequisites, the temporary appointment may be authorized subject to the provisions of Civil Service Rule VIII.

This procedure is applicable only where the duties of the job are such as to require the applicant to possess certain education, experience or other qualifications as a prerequisite for admission to the examination.

By direction of the Commission:

Very respectfully,


Secretary.

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

October 29, 1924.

The Honorable,
The Secretary of Agriculture.

Sir:

The Commission has ruled that a position must be allocated by the Personnel Classification Board before the salary can be determined and paid. It has also ruled that positions known as "job assignments" must be allocated by the Personnel Classification Board before the salary can be determined and paid. This means that the duties of the position and the classification for filling the position must be submitted to the Personnel Classification Board and the job allocated on the basis of that information before the salary can be determined.

The Commission has decided that before authorizing job assignment under section 4 of Rule VIII of the Civil Service Rules and Regulations, the Department will be requested to furnish the Commission with a statement of the duties and classification of the position as they appear on the job assigned to the Personnel Classification Board.

Other work statement
with his education, training
the Commission may be
qualifications for the
not subject to the
Personnel Classification
to make two
under any
by a full statement of the duties, salary and classification, together
with Civil Service Form 575 properly executed or other sworn statement
setting forth the education, training and experience of the proposed
candidate. It is found that the proposed temporary route
candidates or proposals. The temporary appointment
subject to the provisions of Civil Service Rule VIII.

is applicable only where the duties of the job are
the applicant to possess certain education, experience
as a prerequisite for admission to the examination.

Very respectfully,

Secretary

